



BMAA Rules

1 PREAMBLE

The following Rules have been approved by the Board of directors (also called Council) of the British Microlight Aircraft Association Ltd (hereinafter referred to as the BMAA) in accordance with Part 2, Article 18 of the Articles of Association.

Definitions of terms used in this document are contained in the Articles of Association.

2 MEMBERSHIP

2.1 Becoming a Member

Membership shall be open to all those meeting the requirements of the BMAA as laid down by the Board. The Board may refuse to admit any person or organisation as a member or may refuse to renew membership without justifying such refusal.

Members shall abide by the Articles of Association of the BMAA and by any Codes of Good Practice and Guidelines promulgated by the Board, and by any statutory or regulatory requirements of the Civil Aviation Authority. Failure to do so may result in expulsion or suspension of membership. The Board may take such action as it sees fit against any member who is in breach of the rules, at any time.

Remittance or Direct Debit mandate for the first subscription shall accompany the completed and signed application form for such membership but shall be repayable in full in the event of the Board resolving that the applicant shall not be accepted to Membership. A member whose subscription is in arrears shall not be entitled to vote and may be deemed to have relinquished his/her membership.

2.2 Rights of Members

Members shall be entitled to those rights which the Board may determine from time to time such as:

- To receive a copy of the magazine.

To receive, upon request, the Articles of Association of the BMAA, Codes and any other Guidance provided by the BMAA.
- To such information as to sites, clubs, schools and safety matters as the BMAA can reasonably provide.
- On reasonable notice to inspect the minutes of General Meetings and Board meetings.
- Access to a 'Members Only' section of the BMAA website subject to individual approval of the Board.

3 ELECTION OF DIRECTORS

3.1 Postal / Electronic Voting

So that taking part in the election process is easier for members unless otherwise specified by the Board, election of directors (when required by the Articles of Association) shall be by postal or electronic vote. Electronic voting methods include, but are not limited to, on-line voting through a web site and voting by text.

3.2 Nominations

Nominees shall be current members of the BMAA and shall have been so for a full calendar year immediately prior to the AGM at which they are standing for election.

Nominations should include the following information:

- The nominee's name and membership number.
- A brief résumé of the nominee and his / her reasons for standing for Board to be published to the members.
- Any commercial interests in microlight aviation.
- Optionally, A head and shoulders photograph of the nominee, also to be published in the magazine.
- The proposer's name and membership number. Up to 60 words explaining why they believe that the nominee would be beneficial to the BMAA as a Director. To be published to the membership.
- The seconder's name and membership number. Up to 60 words explaining why they believe that the nominee would be beneficial to the BMAA as a Director. To be published to the membership.

Members may not propose or second themselves.

The date by which nominations shall be delivered to the Chief Executive will be published well in advance, but will be in sufficient time for publication at least one month in advance of the AGM.

The Chief Executive shall notify the candidate either in writing or verbally on receipt of nomination.

3.3 Voting

Each member must use only one of their allocated number of votes for each candidate they wish to vote for. Any ballot containing more than one vote for any candidate will be declared spoilt, and no votes shown on that will be counted.

Spoilt ballots will not invalidate the result of the election.

Details of the ballot, together with any papers required to take part, will be circulated to the members via the magazine.

3.4 Disputes

The Chief Executive, or his agents, will retain all voting records for 3 months whereafter they will be destroyed. The Board may authorise a witnessed recount of the ballot responses on presentation of a reasoned case by a member supported by 5% of the total number of valid votes. The recount shall be conducted by two Board members whose election is not in dispute.

3.5 Taking Office

Elected Board members shall take office at the end of the Annual General Meeting at which they were elected.

4 ELECTION OF OFFICERS

4.1 Election of officers - Timing

Following election of directors at an Annual General Meeting, the Chairman shall remain in post until the first Board meeting after the AGM (normally held within one month of the AGM) unless he is no longer a Board member, in which case the Vice-Chairman shall become Chairman until the first Board meeting after the AGM. If neither Chairman nor Vice-Chairman is a Board member following the election, the first Board meeting shall be held within one hour of the AGM and conduct elections for Chairman and Vice-Chairman as detailed below.

4.2 Election of officers - Process

Election of the Chairman and Vice Chairman shall be by secret ballot at the first Board meeting after the AGM. On the first round of voting, an absolute majority shall be required for election. If no such majority is obtained by any candidate, a second round of voting shall

be conducted, and the Chairman shall be elected by a simple majority. If there are more than two individuals standing for Chairman and no such majority has been obtained in the second round, a third round of voting shall be conducted with the choice limited to the two candidates who received the largest numbers of votes in the second round; and the Chairman shall be elected by a simple majority. If the second round of voting results in a tie for the second largest number of votes, there shall be a run-off round between the tied candidates to determine who shall stand against the candidate who received the largest number of votes.

Election of other officers and external representatives as the Board shall deem necessary shall take place at the first scheduled Board meeting and shall be by simple majority.

5 BOARD BUSINESS

5.1 Notice of Meetings

Notice of Board meetings shall be sent to every Director by the Chief Executive stating the general nature of the business to be conducted. Except for emergency meetings, notice should be given at least seven clear days before the meeting.

5.2 Board E-Group

The Board may discuss any matter on a special 'closed' e-group established for the purpose of expeditious management of the BMAA. Proposals arising from the e-group require an absolute majority for acceptance (ie more than 50% of the Board members). Such proposals and decisions shall be recorded in the minutes for the next following Board meeting, whether or not the proposal was approved. Failure to achieve an absolute majority on the group does not preclude the Board from considering the proposal at a meeting and deciding the matter in accordance with normal practice.

5.3 Board Sub-Committees

This document is intended to amplify the requirements for elections of officers as laid down in the Articles of Association, and in case of doubt is subsidiary to them.

It is intended to identify the normal procedure by which sub-committees are appointed and run.

The Board may appoint special or standing sub-committees as it considers necessary.

The chairman of such subcommittee shall be an elected member of the Board but the Board may appoint other members of the BMAA to serve on the subcommittee at the recommendation of the sub-committee chairman.

Sub-committee members thus appointed shall be not co-opted members of the Board and shall not have a vote.

The Board may extend or reconstitute any committee or sub-committee after its original duration of office and serving on such committee or sub-committee in the previous year does not preclude a member from being reappointed to serve on the extended or reconstituted committee or subcommittee.

5.4 Duties and Responsibilities

The proceedings of the Board shall not be invalidated by any failure to correctly appoint any Director. However, should such failure to correctly appoint a member come to light, the Director affected is debarred from voting on any further matter before the Board until such appointment is correctly made.

The Board may not, without prior approval of an Annual or Extraordinary General Meeting, incur liabilities in excess of the assets including any reasonably expected income.

The Board shall insure all assets owned by the BMAA against all usual property and public liability risks, and the BMAA's officers against third party liabilities within the United Kingdom, whilst engaged in authorised activities of the BMAA, other than microlight flying.

Directors with a commercial interest in microlight aviation shall declare such interest before accepting nomination for the Board or at any later time that they become involved in such commercial activities.

In accordance with Article 50 of the Articles of Association, The Board shall insure any premises and equipment of the BMAA against all usual property and public liability risks, and the BMAA's officers against third party liabilities within the United Kingdom, whilst engaged in authorized activities of the BMAA, other than microlight flying.

6 ACCOUNTS

6.1 Financial year

The financial year shall run from 1st September to 31st August.

6.2 Accounting records

The BMAA shall require proper accounting records to be kept and a summary of these shall be produced at the AGM in each year along with an Audited Statement of Income and Expenditure during the financial year last ended together with an Audited Balance Sheet as at the August previous to such AGM.

6.3 Banking

All monies payable to BMAA Ltd shall be received by the Treasurer or such other Officer or bank as shall be appointed to receive the same. All funds belonging to BMAA Ltd shall be deposited in a Bank Account in the name of BMAA Ltd and sums shall be drawn from this account, in such manner and by persons as the Board may think proper

6.4 Auditors

The appointed auditor shall be a Chartered Accountant.

The auditor shall provide a properly certified statement of BMAA Ltd.'s accounts and balance sheet in good time for the AGM.

7 GENERAL MEETINGS

7.1 Calling a General Meeting

In addition to the requirements of Article 32 of the Articles of Association, General Meetings shall be called at not less than 28 clear days' notice in writing by the Chief Executive to the members upon the written demand of:

- 10% of the members as at January 1st preceding or
- A Board vote in accordance with the Articles and Rules.

8 PATRONAGE

8.1 Appointment of Patrons

The Board may by a two-thirds majority of all its voting members invite and on acceptance of such invitation appoint such distinguished persons as it deems proper to be Patron, President, Vice Presidents or Honorary Members. Such persons shall be ex-officio non-voting members of the Board and shall be eligible for re-appointment after a term of five years.